



# Instruction Sheet for Recipient (Process)

**Process:** Uploading Documents

**System Status:** Various statuses in the system allow the ability to upload backup documents.

## What Form(s) in EAGL Allow for Me to Upload Documents?

In the “parent” document the Uploads form is available to everyone. The Uploads form is located at the very bottom of the “Application” section on the forms menu.

Within the parent document there are sub-documents or “child” documents that also allow you to upload backup documentation. These child documents include: Payment Request/Progress Report; Equipment Purchase; and Closeout Report Forms.

Note: Each funding program within Ecology has their own fund specific application forms. Within those forms there may be various opportunities to upload documentation. If you are unsure of where documentation should be uploaded, please contact your funding program.

## **What is the process for uploading documents?**

- ☐ Identify where in EAGL you plan to upload documents.
- ☐ Collect documents to be uploaded. If not already in electronic format, scan document(s).
- ☐ Save the electronic documents to be uploaded in your browser.

### Does It Matter What I Name the Electronic/Scanned Document?

Yes, name the document in a way that you and anyone else looking for it will know what it is. Do not use any symbols or characters in the name.

In EAGL, depending on where you are uploading the document, you may or may not have another opportunity to label or name the document, so what you name it in your browser will be the name you're stuck with. Pay attention to any funding program specific instructions that may provide a naming convention.

Note: If you use a symbol or character in the name of the document, it may appear that it's been uploaded, but when you attempt to open the document, there is nothing there.

### What File Types Can Be Uploaded to EAGL?

EAGL accepts the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, pptx, vsd, xml, zip.

Note: To address the "no symbols" in upload titles issue, EAGL will give a page error when a user tries to change the status of the document.

Unfortunately the person changing the status may not be the user that uploaded the document, so be aware of this if an error message appears.



### Page Error(s)

The following characters are not allowed in file names: # ~ % + &. Please remove the uploaded file and re-upload it after renaming the file to clear this error.



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## Application Menu - Forms

Please complete all required forms below.

Document Information: [AQPM25-2014-AppOrg2-00062](#)



[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	<a href="#">AQ PM2.5 Guidelines</a>			
	<a href="#">AQ PM2.5 Application Instructions</a>			
Application Forms				
	<a href="#">General Information</a>		Ms. Dawn SAW Drake 9/9/2014 10:25:58 AM	
	<a href="#">Recipient Contacts</a>		Ms. Dawn SAW Drake 9/9/2014 10:28:24 AM	
	<a href="#">Location Information</a>		Ms. Dawn SAW Drake 9/9/2014 10:33:40 AM	Ms. Dawn SAW Drake 9/9/2014 10:40:09 AM
	<a href="#">Scope of Work - Additional Tasks (2)</a>			
	<a href="#">Scope of Work Summary</a>		Ms. Dawn SAW Drake 9/9/2014 10:45:52 AM	
	<a href="#">Uploads</a>		Colin Young 5/20/2015 1:42:27 PM	Colin Young 5/20/2015 1:43:04 PM

## Is There a File Size Limit?

EAGL has a file size limit of 35 MB. Users who attempt to upload files larger than this will be presented with an error screen. There is no limit on the total number of files or total file size that can be associated with a document.

## What If My File is Larger Than 35MB?

The file size will need to be reduced in some way. Some suggestions for reducing file size include:

- Break a large document into a few smaller documents
- Reduce the quality of graphics or images
- When creating a PDF from Microsoft Word, use the optimization setting for minimum size

- ☐ In EAGL, Click Browse Button.
- ☐ Find the document to be uploaded.
- ☐ Double click the document name.

## Can I View All Uploads on a Document in One Place?

You cannot view all uploads associated with a parent document and all its subdocuments in a single location. You can, however, view all uploads associated with a specific document or subdocument by using the Attachment Repository.

To access the Attachment Repository:

- ☐ Visit the menu for the document you are interested in.
- ☐ Click View Management Tools.
- ☐ Click Attachment Repository. From the Attachment Repository you can see which forms contain uploads and view them.

- ☐ Hover over the View link to see the file names. Look at the URL displayed in the Internet Explorer status bar (the gray bar at the very bottom of Internet Explorer) for the name.